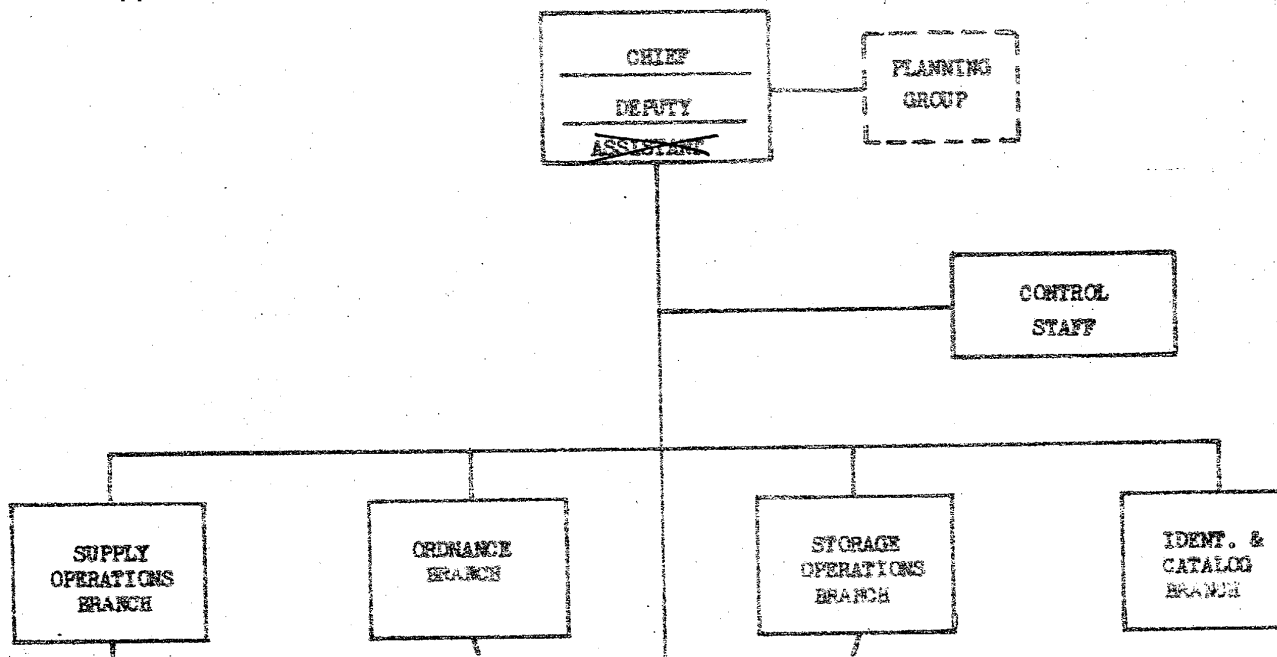


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----- TECHNICAL  
CONTROL  
CHANNELS

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SUPPLY DIVISION

LOGISTICS OFFICE

DISCUSSION

1. The proposed organization pattern will provide for the following changes from the present pattern:
  - a. Change in organizational position and designation of the Facilities Staff.
  - b. Redesignation of certain staff elements to branch level with concurrent section change.
  - c. Transfer of current requirements functions from the Coordination and Requirements Staff.
  - d. Establishment of a Control Staff.
  - e. Consolidation of warehouse organizations within the departmental area.

- 25X1A 2. The Facilities Staff is to be designated the Storage Operations Branch and its primary function will be the technical control over [REDACTED] with respect to the receipt, storage, issue and stock surveillance, excluding ordnance material.
3. The primary organizational elements below the Office of the Chief have heretofore been designated as Staffs. The proposed organization designates those elements having operational responsibilities as branches.
  4. The computation of current operating requirements formerly performed in the Coordination and Requirements Staff has been transferred in order to bring it into closer contact with the stock control activities and experience usage data.
- 25X1A 5. A Control Staff has been established to serve in a staff advisory capacity to agency departmental stock control activities as well as [REDACTED]
6. The activities conducted in [REDACTED] July 1953 and certain consolidations and adjustments were made to integrate these separate

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SUPPLY DIVISION

MISSION

- a. Develops, implements and maintains policies, procedures, methods and standards for the operation of an effective and economical Agency-wide supply system.
- 25X1A b. Receives, stores, issues and accounts for, including surveillance of, Agency material handling [REDACTED]
- c. Develops and trains experienced personnel for the performance of logistical functions in support of Agency operations on a world-wide basis.

FUNCTIONS


- a. On behalf of the Chief of Logistics:
  - (1) Formulates, implements, maintains, revises and promulgates supply policies, directives, procedures, methods and standards for Agency-wide supply activities to provide for maximum efficiency and uniformity in support of operative elements.
  - (2) Furnishes technical guidance and assistance to Agency-wide supply operations.
  - 25X1A (3) Exercises technical control over the supply operations [REDACTED]
  - 25X1A (4) Maintains accountability for all material in stock and in use [REDACTED] administrative equipment in use in Headquarters, property in use in Headquarters controlled projects [REDACTED]
  - 25X1A (5) Distributes and re-distributes Agency assets of supplies and equipment on a world-wide basis as required for operational support.
  - (6) Determines and accomplishes appropriate disposal actions for excess and unserviceable property on an Agency-wide basis.

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SUPPLY DIVISION (cont'd)

- b. Determines requirements, establishes and maintains stock levels for material to be carried in Agency depots based on operating requirements.
- c. Identifies and catalogs Agency material, world-wide, and prepares and publishes the Agency Supply Catalog and revisions thereto.
- d. Receives, stores, issues and controls Agency material held in ZI depots, including the performance of surveillance, maintenance, preservation and renovation of such materials.
- e. Prepares budget estimates for operation of Supply Division and ZI depots and for the administrative stock account.
- f. Controls and assures that efficient material handling, space control and labor are utilized by ZI depots and furnishes technical data for leasing, construction or alteration of storage facilities.
- g. Trains and furnishes qualified supply personnel for Agency-wide requirements.

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- i. Acts as Staff Supply Officer and in an advisory capacity to the Chief of Logistics on all Supply matters.

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PLANNING GROUP

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The Planning Group is the principal advisory element concerned with the achievement and maintenance of effectiveness and economy in the operation of the Agency Supply System, and the Supply Division.

The Planning Group will be composed of the Chief and Deputy Chief, Supply Division, Staff Heads and such other subordinates as are considered necessary. The Planning Group will meet at periodic intervals and will consider over-all Supply Division problems, policies and programs and will make recommendations thereon. The Assistant to the Chief, Supply Division, will serve as Recorder for the Planning Group.

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CONTROL STAFF

The functions of the Control Staff are as follows:

- a. Develops and coordinates regulatory issuances pertaining to Supply policies, procedures and operations on an Agency-wide basis for all categories of Agency material.
- b. Reviews and analyzes existing policies and procedures pertaining to the operation of an effective Agency Supply System so as to correct deficiencies or make improvements thereto; performs extensive liaison with the operating elements to determine effectiveness of the Supply System.
- c. Implements and installs a Supply System in support of established policies, procedures and approved operations on a world-wide basis.
- d. Maintains liaison with and visits [REDACTED] periodically to render technical assistance to assure the effectiveness of the operation of the Agency Supply System.
- e. Develops approved course of action to meet special supply problems and proposals received from the field to improve supply support operations.
- f. Monitors and directs supply action for special projects which necessitate special handling and extensive coordination with the operating divisions and other elements of Logistics Office to assure timely support in meeting operational deadlines.
- g. Develops and coordinates with other elements of the Supply Division structural and functional organization charts of the Supply Division [REDACTED] operations when required.
- h. Develops and administers management tools for evaluating effectiveness of supply operations including activity reports, reports control, forms control, work measurement and other statistical analyses.
- i. Reviews and recommends implementing action on non-routine information and directives received from higher authority which have an important bearing on existing policies and procedures.

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CONTROL STAFF (cont'd)

- j. Performs special staff studies and special assignments relative to supply support programs assigned by the Chief, Supply Division.
- k. Evaluates personnel ceiling and allocation of personnel in performance of Supply Division functions.
- l. Maintains continuing and close liaison with the operating elements of the Supply Division to provide for a coordinated, effective, and efficient supply support operation.

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The functions of the Storage Operations Branch are as follows:

- a. Determines and makes recommendations regarding the over-all requirements for storage space, material and equipment for [REDACTED] internal use.  
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- b. Develops and prepared operating standards Agency-wide relative to storage, packaging, preservation and operation of warehouses and including storage layout, materials handling and operating procedures.  
25X1A
- c. Maintains liaison with and provides technical data [REDACTED] where required relative to storage operating problems.
- d. Administers and coordinates management control programs including storage operating reports, work measurements and other statistical analyses.
- e. Administers internal space allocations and prepares requirements for additional space as necessary to fulfill the mission of the Supply Division.
- f. Reviews and prepares appropriate recommendations with respect to proposed alterations and improvements to existing storage facilities.  
25X1A
- g. Monitors the surveillance, repair and rehabilitation programs carried [REDACTED] all Agency materials, less ordnance items.
- h. Conducts technical research and studies with a view toward advancements in specialized packaging techniques [REDACTED] under various conditions. Consults with and serves as a technical advisor to other elements of the Agency on packaging problems.  
25X1C
- i. Coordinates with Supply Operations Staff relative to the disposal of excess and unserviceable stocks [REDACTED] when required.  
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- j. Maintains over-all storage space available [REDACTED] to assure proper distribution of Agency material to meet current operations and strategic stock requirements.

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SUPPLY OPERATIONS BRANCH

The Supply Operations Staff is responsible to the Chief, Supply Division, for the direction and execution of material support programs to sustain Agency operations. The functions of the Supply Operations Staff are as follows:

- a. Receives and determines requirements for material to assure availability for support of Agency operations. 25X1A
- b. Establishes and maintains stock levels [REDACTED] to meet current requirements; maintains levels of strategic material at overseas distribution points to meet planned requirements.
- c. Reviews stock status reports from distribution points [REDACTED] and initiates distribution required to balance supply with demands, taking into account planned requirements. 25X1A
- d. Determines excess and surplus property to the needs of the Agency, including obsolete material and initiates action to effect disposal.
- e. Maintains internal stock status reports and prepares necessary stock replenishment periodic reports.
- f. Receives and processes all requisitions [REDACTED] and determines the proper action to meet operating demands; receives and processes procurement, receipt and issue documents to reflect accurate property and financial recording in accordance with existing regulations. 25X1A
- g. Develops internal supply control procedures and policy necessary to efficient performance of supply operations.
- h. Develops control mechanisms for management of inventory investment, and maintains appropriate records to reflect budget funds and material expenditures under assigned programs and submit necessary reports thereon.

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SUPPLY OPERATIONS BRANCH (cont'd)

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- i. Programs and supervises annual inventories of all classes of material [REDACTED] and effects the necessary reconciliation with property records.
- j. Collaborates in the establishment of Agency-wide supply policies and procedures to correct deficiencies or effect improvements to supply operations.
- k. Determines items in critical supply and develops appropriate control techniques to regulate issues of available stocks as well as to initiate replenishment action for delivery into sto
- l. Maintains stock records and special property records, [REDACTED] activities, to reflect balances on hand, storage locations, condition and [REDACTED]
- m. Performs staff studies and special projects as assigned by the Chief, Supply Division.

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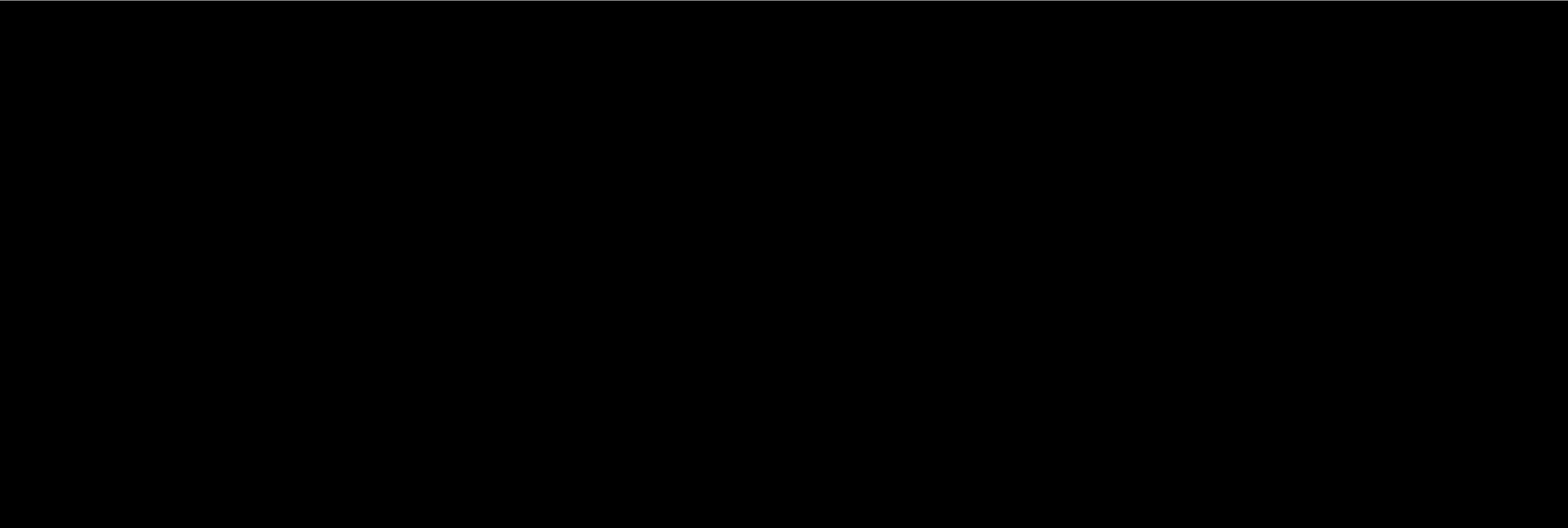
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ORDNANCE BRANCH

The Ordnance Staff is responsible to Chief, Supply Division, for the establishment and implementation of policies, procedures and programs for the storage and preservation of all ordnance type material has the functions as follows:



- e. Provides technical guidance, assistance and recommendations to Agency personnel on matters pertaining to selection, tactical use and support of ordnance items and equipment.

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TAB "K"  
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